Summer Job Search & Volunteer Opportunities

Agenda

BLUE OCEAN PRESENTATION

ELEVATOR PITCH

COVER LETTER & RESUME

SUMMER EMPLOYMENT PROGRAMS

VOLUNTEER OPPORTUNITIES

*POLL: WHAT SUMMER JOB ARE YOU HOPING FOR?



Explain versus sell.

Make your best impression on your own terms.

The Muse 15-minute method to writing an unforgettable elevator speech

What you do
Why it matters
Why/how you do it
What's next (summer job goals or
career goals)

Use your elevator pitch 3 ways

Resume	Cover letter	Interview
(shortest length)	(medium length)	(longest)
2 to 3 sentences in your profile or summary section at the top of your resume	The first paragraph of your cover letter	As a 1-minute verbal introduction to who you are.

YOUR NAME, CONTACT ORGANIZATION NAME, ADDRESS JOB TITLE AND ID NUMBER DATE GREETING - DEAR HIRING MANAGER PARAGRAPH 1 - ELEVATOR PITCH PARAGRAPH 2 - STAR TECHNIQUE PARAGRAPH 3 - STAR TECHNIQUE OR VALUES, CONTRIBUTIONS YOU CAN MAKE PARAGRAPH 4 - CLOSING SINCERELY, YOUR NAME

Cover letter structure

SAMPLE COVER LETTER

Jane Morriseau

78-A Pine Street East, Halifax, Nova Scotia 902.555.1212 / jane.morriseau@msvu.ca / https://www.linkedin.com/in/janemorriseau

Human Resources Clothing Store 25 Main Street Halifax, Nova Scotia B3J 2D4

RE: Application for Salesperson – Competition #J274-799

May 1, 2021

Dear Hiring Manager,

I am interested in applying for the position of salesperson at Clothing Store. I've developed persuasive sales skills and cash handling experience as fundraising chair of the Business and Tourism Society. As student entering the third year of my Business and Tourism degree, my focus on economics and accounting has helped me understand the day-to-day routines needed to successfully manage a business.

The ability to keep organized and motivate others is important in a sales environment. In addition to my experience in fundraising, I acquired great multitasking and leadership skills through my involvement as a timekeeper at varsity basketball games and as a coach of a junior soccer team. When big outcomes were at stake – like maintaining fair play during an intense game or landing a major sponsor for our society's year-end gala – multitasking and leadership have helped me and my colleagues win the day.

I was impressed to see Clothing Store listed as one of Canada's Top 100 employers. I would love the opportunity to be a part of your company. I am available for an interview at your convenience. You can contact me at 902.555.1212 or via email at jane.morriseau@msvu.ca. I look forward to hearing from you.

Sincerely,

Jane Morriseau

star technique

Situation – Describe the context or problem, what was happening

Task – What needed to be done/decision you or the team needed to make

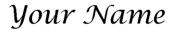
Action – The step(s) you took, what happened next

Result – The outcome

*Bonus – What you took from the experience and apply to your career

YOUR NAME, CONTACT PROFILE OR SUMMARY (OPTIONAL) **EDUCATION** SKILLS WORK EXPERIENCE **VOLUNTEER EXPERIENCE** PROFESSIONAL DEVELOPMENT **CERTIFICATIONS AND TRAINING AWARDS** *OTHER SECTIONS AS NEEDED (E.G. LANGUAGES) **AREAS OF INTEREST**





email@msvu.ca | 902-XXX-XXXX 123 Your Address, City, NS BOA 0A0

Profile

Fill in profile text here. Remember to closely review every section before submitting your resume for a job application.

Education

Bachelor of X, Subject (major), Subject (minor) Mount Saint Vincent University, Halifax, NS 20XX - Present

Skills

- · Most relevant skill with description
- Another relevant skill
- Another relevant skill

Work Experience

Job Title Sep. 20XX – Present

Company name, City, NS

- Include responsibilities and achievements for your most recent role.
- Statement 2.
- Statement 3.

Job Title May 20XX – Aug. 20XX

Company name, City, NS

- If adding a third job, copy [ctrl+c] and paste [ctrl+v] this item.
- Statement 2.
- Statement 3.

Volunteer Experience

Volunteer Title

Oct. 20XX - Present

Organization, City, NS

- Include continuous, consistent, relevant, and/or long-term volunteer experience.
- May include more than one volunteer role, just copy and paste this item.

Professional Development

Name of activity or event Brief description of activity or event Organization hosting activity or event Nov. 20XX

Training and Certifications

Name of training or certification May 20XX

Brief description of training or certification (try to make it relevant)

Organization offering training or certification

Name of training or certification May 20XX

Brief description of training or certification (try to make it relevant)

Organization offering training or certification

Name of training or certification May 20XX

Brief description of training or certification (try to make it relevant)

Organization offering training or certification

[Other Sections as Needed]

Consider including languages, awards, published articles, academic or professional memberships relevant to the job, or some other category that shows your skills, talents, and fit for the job.

Interests and Activities

Organization, group, or activity name Brief description Apr. 20XX - Present

Page 1 of 2

summer employment programs

Open now/April 21

Canada Summer Jobs – Good variety.

Opens April 21. Parks Canada – Best for students able to relocate for summer work. Canadian citizens and permanent residents up to 30 years old can apply

Closed March 10 – deadline extended?

<u>Clean Foundation Leadership Summer</u> <u>Internship</u>

Domestic and international students up to 30 years old can apply. Requires account registration. Check for designated jobs

Open now/Year-round - Federal Student

Work Experience Program (FSWEP)

Year-round, part-time/full-time. Pool format. Canadian citizens and permanent residents up to 30 years old can apply

Open now -

Government of Nova Scotia Job Postings

Use keywords 'summer' and 'student' to filter jobs. Must be returning student; no age limit. Check job posting for details

summer employment programs

Open until April 6 -

Halifax Regional Municipality Parks & Recreation. Must be a returning student; domestic and international students can apply. No age limit.

Check starting April 1 – <u>Nova Scotia</u> <u>Summer Student SKILL Incentive</u>.

Domestic and international students can apply. No age limit. Look for 2025 Summer Job Catalogue (PDF) on main page.

MSVU CAREER CONNECTS

Great for off campus jobs, for the summer and year-round too!

NOVA SCOTIA WORKS – JOB SEARCH

Job postings collected by centres across NS

IMPACT ORGANIZATIONS OF NS – JOB BOARD

Job postings in the community/advocacy field

CAREER BEACON

Use 'More Filters' tab to look for 'Only student jobs'

Instagram @halifaxnoisejobs
Local jobs posted regularly



Research employers first

Canada's Best Diversity Employers

Canada's Top Employers for Young People

Impact Organizations of Nova Scotia – Sector Network Map

Nova Scotia 211 (search by topic)

Buy Local (search by item)

Volunteering

Use these platforms to filter by location and type of volunteering.

Volunteer Halifax

Volunteer Nova Scotia

VolunteerConnector

CAREER SERVICES

IN-PERSON, VIRTUAL APPOINTMENTS

COUNSELLING@MSVU.CA

902-457-6567

*DROP-INS THURS. MARCH 20 & 27
IN THE MCCAIN ATRIUM
1 P.M. TO 2:30 P.M.

Thank you